

CITY OF BEAVERTON Building Inspector

General Summary

Inspect all levels of residential, commercial and industrial installations for compliance with all building, fire, mechanical, manufactured dwelling standards and code requirements. Review materials, construction, designs, plans and specifications. Communicate code requirements to the public.

Key Distinguishing Duties

Conduct inspections requiring State of Oregon A-level or B-level structural and mechanical inspector certifications and/or ICC certification equivalent.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Inspect new and existing residential, multi-family, commercial, and industrial buildings for compliance with State of Oregon Building, Manufactured Dwelling, Fire and Mechanical Codes and related standards.
2. Review plans, specifications, materials of construction, system installations, building design and construction techniques.
3. Communicate effectively with the public.
4. Write inspection reports. Keep accurate inspection records. Enter inspection reports into computer system and file inspection records and plans. Track inspections, temporary certificates of occupancy, stop work orders and expired permits. Calculate permit fees and explain fees to the public as required.
5. Conduct plan review of multi-family residential, commercial and industrial buildings for compliance with building, mechanical, and fire codes, standards, and ordinances. Check for compliance with Oregon Building, Mechanical, and Fire Codes. Calculate permit fees and explain fees to permit applicants. Enter permit information into computer system.
6. Consult with and advise contractors, builders and the public regarding building and mechanical rules and regulations. Communicate code requirements as necessary.
7. Participate in section operational processes including procedure development and implementation.

8. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
9. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Follow standards as outlined in the Employee Handbook.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices related to building/mechanical inspection.
- ◆ Advanced knowledge of state and local codes, ordinances, rules, laws and regulations governing structural engineering, construction, and building and mechanical inspections for one and two family dwellings and commercial and industrial buildings.
- ◆ Advanced knowledge of practices, principles, techniques and methods used in building construction, tools and materials used and accepted safety standards.
- ◆ Working knowledge of trends in the construction industry.
- ◆ Advanced knowledge of state mechanical code and regulations and related mechanical systems.
- ◆ Advanced knowledge of new construction provisions of the fire code and related standards.
- ◆ Advanced knowledge of practices, principles and techniques used in building and mechanical inspection.
- ◆ Basic knowledge of state and local plumbing and electrical codes.
- ◆ Basic knowledge of structural engineering or architecture including safety design.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to structural engineering design, construction, plan review and inspection.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to read blueprints and plan specifications.
- ◆ Strong ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associate degree in building inspection technology or related field and 3 years progressively responsible experience in building inspection or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standard.
- ◆ State of Oregon A-level Mechanical Inspector or ICC* Commercial Mechanical Inspector certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Mechanical Inspector or ICC* Residential Mechanical Inspector certification required.
- ◆ State of Oregon A-level Structural Inspector or ICC* Commercial Building Inspector certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Structural Inspector or ICC* Residential Building Inspector certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Plans Examiner or ICC* Residential Building Inspector certification desired.
- ◆ State of Oregon A-level Plans Examiner or ICC* Commercial Plans Examiner certifications desired.
- ◆ State of Oregon Fire Life Safety Plans Examiner or ICC* Fire Plans Examiner certification desired.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desirable.

*International Code Council (ICC) certification is a nationally recognized certification adopted in the State of Oregon OAR's as an approved equivalent certification. All ICC certified individuals require an Oregon Inspector Certification (OIC) in addition to their ICC certifications to be considered for employment in the State of Oregon.

Working Conditions

Daily standing for prolonged periods; daily focus on computer screen; daily precise control of fingers and hand movements; weekly dealing with distraught or difficult individuals; weekly crouching, crawling, bending, kneeling, climbing and balancing for inspections; weekly wearing of protective gear; weekly exposure to high-voltage electricity; weekly exposure to high noise levels at construction sites; weekly exposure to equipment with cutting or crushing potential; weekly work outdoors in inclement weather; occasional lifting of ladders and technical equipment; weekly operation of motor vehicle on public roads; periodic potential exposure to chemicals and hazards at construction sites; occasional response to emergency conditions in off-hours; occasional attendance at meetings or activities outside of normal working hours.

Classification History

As of 10/97: Building Inspector

Revised: 1/98

New class specification title 1/98: Building Inspector

Revised: 11/05

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date